

ENVIRONMENTAL DEFENDERS OFFICE Ltd.

ABN 72 002 880 864
Level 5, 263 Clarence St
SYDNEY NSW 2000 AUSTRALIA
T: +61 2 9262 6989
F: +61 2 9264 2414

FINANCE ADMINISTRATOR

EDO is a community legal centre specialising in public interest environmental law and policy. Our mission is to help the community protect the environment through the law.

We are looking to expand the finance function of our Operations Team as we enter an exciting period of growth. You and the Senior Finance Officer will work closely together, and with the Director of Operations, to meet the changing demands of the organisation.

See our website <http://www.edonsw.org.au> for more information on our exciting, cutting-edge legal work.

Selection Criteria:

- Minimum 3 years financial administration or bookkeeping experience
- An understanding of cost centres
- Excellent attention to detail without sacrificing efficiency
- Strong communication skills and willingness to interact regularly with suppliers and stakeholders
- Experience in non-for-profit sector (preferable)

Desirable

- Minimum Certificate IV in Bookkeeping or a Certificate IV in Accounting
- Experience of MYOB (or equivalent)

Location: The position is based in Sydney.

Hours: Part-time 3 days per week.

Contract and Salary: This position is a 12-month fixed term contract with possible extension based on funding. This position is covered by the SCHADS Award. Remuneration in the range of grade 4.3 – 5.1 based on experience.

If you are interested in joining the EDO team, please contact us. EDO provides an inspiring and flexible workplace to get the best out of our staff.

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Applications should be submitted via email to recruitment@edonsw.org.au with 'Application for position of Finance Administrator' in the subject line.

Applications must include a CV and a letter that clearly addresses each of the selection criteria. Applications which do not address the selection criteria will not be considered.

For further information, contact Blake Powell, Director of Operations, on 02 9262 6989 or via email at recruitment@edonsw.org.au.

Applications close 9am, Wednesday 06 November.

Aboriginal and Torres Strait Islander identified people are encouraged to apply.

Duty Statement – Finance Administrator

Work allocation will be agreed with Senior Finance Officer. Initial responsibilities may include:

- Maintain records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Maintain and balance subsidiary accounts by verifying, allocating, and posting transactions, and reconciling entries.
- Maintain and balance general ledger by transferring subsidiary account summaries, preparing trial balances, and reconciling entries.
- Reconcile reports to third-party records such as bank statements
- Manage Accounts Payable administration and process payments
- Generate invoices and cheques as requested
- Payroll support
- Contribute to improvement of bookkeeping policies and procedures.
- Comply with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports as requested, and advising Finance Officer or Director of Operations on needed actions.
- Other tasks as required